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To Whom It May Concern,

This is in response to the January 5, 2012 Best Efforts letter.

When the campaign sends out a request for funds either in letter request or to an event, we have a document which requests all information that is required for the FEC or our campaign. We request name, address, phone number, email, employer, occupation as well as signature on the document. Sometimes, I will receive checks with the form not submitted with the check or there is missing information. When that happens, I will send a letter to the person who we received funds from, specifically stating that as per FEC requirements, we need the following information (it specifies what is needed) and please return in the self-addressed envelope. I receive some responses and then update my database and when I do not receive, I keep sending letters until hopefully I get a response.

If there is something else I should be doing, please let me know and I will enact the new procedure immediately.

Sincerely,

Nancy Marks
